| S | D | En. | _ |
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| REQUEST OF PROPOSAL FOR MANAGEMEN | 270-00211R000 T ASSISTANCE | 00290046-1 | |
|--|------------------------------------|-----------------------------------|-----------------------------------|
| FROM O&M SERVICE | | TYPE OF PROJECT Survey Specific (| System Problem |
| ORGANIZATIONAL COMPONENT REQUESTING SERVICES | | DATE OF REQUEST | |
| ELEMENTS OF PROJECT (1) Organization (3) Procedures (2) Staffing (4) Reporting (7) TITLE OF PROJECT | (5) Work Measurem | | system.& Equipment staff Study |
| Survey of Cable Distribution, Logging, F | Reference and Co | py Retention | Requirements |
| BRIEF DESCRIPTION OF PROJECT | | | |
| Conduct an Agency-wide survey of reference and copy retention recarding: | | | |
| a. Eliminating the reproduction storing of unnecessary copies | | logging and | |
| b. Simplifying and standardizi | ng logging proce | dures; and | |
| c. Establishing the reference what and where copies of cal | | | how, |
| | | | |
| CONCERNA | | | |
| CONCURRENCE: | | | |
| | | | |
| Deputy Director (Intelligence | Σ | | |
| | | | |
| FOR USE OF REQUESTING OFFICE | FOR I | JSE OF OAM SERVI | CE |
| TIMING CONSIDERATION (Starting date desired & condi- tion of urgency, if any) | NAME OF ANALYST DE | | |
| | ESTIMATED MAN DAYS | REQUIRED Clerical | Total |
| | STARTING DATE APPRO | VED TARGET | DATE |
| NAME, TITLE & SIGNATURE OF REQUESTOR | ASSISTANT MANAGEMEN | T OFFICER | |
| | MANAGEMENT BOARD AP | PROVAL | |
| other approval, if required Approved For Release: CIA-RDI | DATE OF MANAGEMENT 70-00211R000 | BO ARD ACTION 100290016-1 | |

CECDET

| REQUES | Appro | oved For Relea | MANAGEME | AF785893778 |)bd1005a | 0016-1 | |
|------------|--|---|---------------------------|---------------------------------------|-------------------------|-------------------------------|---------------------------------|
| - | | FROM O&M | | | TYPE OF | PROJECT urvey pecific P | System |
| PGAN 17ATI | UM 91 CO. | MPONENT REQUESTING S | CEPVICES | | | REQUEST | robiem |
| (UANTESS. | JNAL U. | AFOREIST NEWVEST |)ERVIOLO | · . | | | |
| LEMENTS OF | | | | | | 7 (7) | * Faulon |
| | Organiz Staffin | | Procedures [Reporting | (5) Work Measi | | | System & Equipme Staff Study |
| TLE OF PE | | 19 | - | 1 10 | | | |
| Survey | of Cal | ble Distributio | n, Logging, | Reference and | Copy Ret | ention | Requirement |
| - | | OF PROJECT | | | | | |
| | | | | | | | |
| | refe | uot an Agency-w rence and copy ons regarding: | ide survey retention r | of cable distrequirements in | ibution, order to | logging recom | š, nend |
| | | Eliminating the storing of unne | | | | ng and | |
| | | Simplifying and | | · · · · · · · · · · · · · · · · · · · | _ | | |
| | C.] | Establishing the what and where | copies of (| requirements ables should b | and deter be retains | mining d. | how, |
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| | CONC | URRENCE: | | | | | |
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| | FOR US | SE OF REQUESTING O | FFICE | 1 7 | FOR USE OF (| DAM SERV | I CE |
| TIMING COL | NSIDERAT | TION (Starting date | | I - NAME OF ANALYS | ST DEVELOPING | G PROJECT | |
| ion of ur | gency, | IT any) | | ESTIMATED MAN | DAYS REQUIR | ED | |
| | | | | Analyst | Clerica | | Total |
| | | | | STARTING DATE | APPROVED | TARGET | DATE |
| | | | | | | ļ | |
| NAME, TIT | LE & SIC | GNATURE OF REQUESTOR | R | ASSISTANT MANAG | GEMENT OFFIC | ER | |
| | | | MANAGEMENT BOA | DD APPROVAL | | | |
| | | | · | MANAGEMENT SO | KU MILINOTHE | | |